

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3436

TITLE: LIBRARY AIDE

GRADE: S-11

DEFINITION:

Under general supervision, assists the public at the circulation desk in a branch library and assists with maintenance of the library collection; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is basic paraprofessional library work requiring extensive public contact and a detailed knowledge of the Library's operating procedures.

ILLUSTRATIVE DUTIES:

Checks in and checks out books, periodicals, recorded books, and other materials, using the Library's automated circulation system;
Advises customers of overdue materials and blocks on their record;
Registers new customers and enters customer information into the computer;
Collects and accounts for fines and other monies;
Informs customers of library services, policies, procedures, and resources;
Assists customers in locating materials;
Instructs customers in the use of copiers, vendcard machines, and other equipment;
Performs shelf checks and locates requested items on reserve;
May prepare displays of library materials;
May oversee the work of Library Pages and/or volunteers;
May recommend reading materials to customers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Library's operating procedures;
Knowledge of grammar, spelling, and punctuation;
Ability to operate the Library's automated circulation system;
Ability to operate microform, facsimile, vendcard, and copier equipment;
Ability to perform basic arithmetic;
Ability to establish and maintain good working relationships with others;
Ability to exercise tact, good judgement, and initiative;
Ability to understand and follow oral and written instructions;
Ability to communicate orally in English with customers and staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
High school graduation or possession of a G.E.D. issued by a state department of education;
PLUS
Two years of experience performing clerical duties or dealing with the public.

CERTIFICATES AND LICENSES REQUIRED:

CLASS CODE: 3436

TITLE: LIBRARY AIDE

GRADE: S-11

Page 2

Depending on area of assignment, may be required to possess a valid Motor Vehicle Driver's License, or obtain one within three months of appointment.

REVISED:	February 23, 2004
REVISED:	March 16, 1999
REVISED:	October 3, 1994
REVISED:	April 22, 1985